



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, ALABAMA 35401
205-366-3010 | FAX 205-366-3012
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

CHRISTINE REMBERT,
DNP, RN
FACILITY DIRECTOR

EMPLOYMENT OPPORTUNITY

JOB TITLE: Personnel Specialist III
OPEN DATE: 05/6/2022
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper
Geriatric Psychiatry Center
Tuscaloosa, Alabama
NUMBER: 22-12
JOB CODE: H3000

SALARY

- Range 75 (\$44,212.80 - \$67,008.00 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resource management, business administration, public administration or a related field;
- OR**
- have completed a working test period as a Personnel Specialist II or a Personnel Assistant III. Considerable experience (36 months or more) in professional personnel management. Must also have experience (12 months or more) in a supervisory or administrative capacity.

KIND OF WORK

- Supervises and coordinates recruitment, selection, and placement of personnel.
- Announces vacancies and determines if experience and education indicated on applicants meets minimum qualifications.

- Schedules and conducts interviews of candidates.
- Supervises and coordinates the processing of various personnel actions.
- Confers with and provides assistance to department heads, facility director and/or human resources director regarding various HR related matters, including the development of effective policies and procedures that coordinate with HR services.
- Confers with state personnel and other agencies regarding activities as they relate to human resources.
- Represent human resources and serve on various committees as assigned.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal and state Laws, rules, and regulations pertaining to human resource management.
- Knowledge of State Personnel policies, rules, and regulations.
- Knowledge of Federal rules and guidelines relating to recruitment, selection, and placement.
- Knowledge of interviewing and counseling techniques.
- Ability to plan, organize, direct, and evaluate the work of others.
- Ability to read and interpret various federal and state guidelines and regulations.
- Ability to communicate effectively both orally and in writing.
- Ability to oversee, supervise, and/or coordinate various HR activities and functions.
- Ability to work independently.
- Ability to gather, correlate, and analyze facts and recommend solution.
- Ability to meet, interact, and effectively work with supervisors, associates, division heads, employees, state and local officials, and the general public.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.